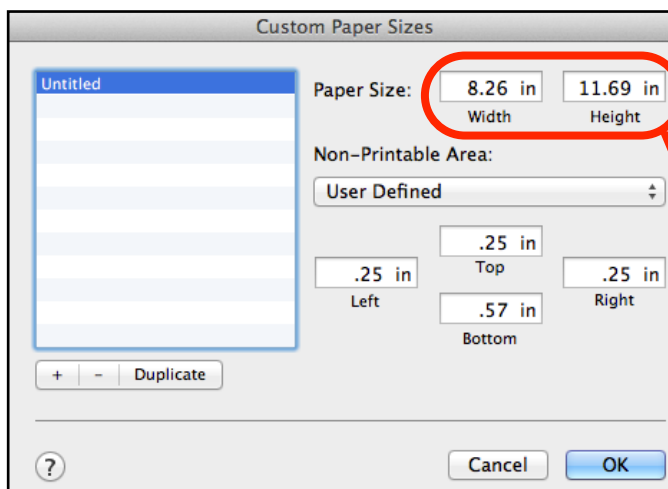
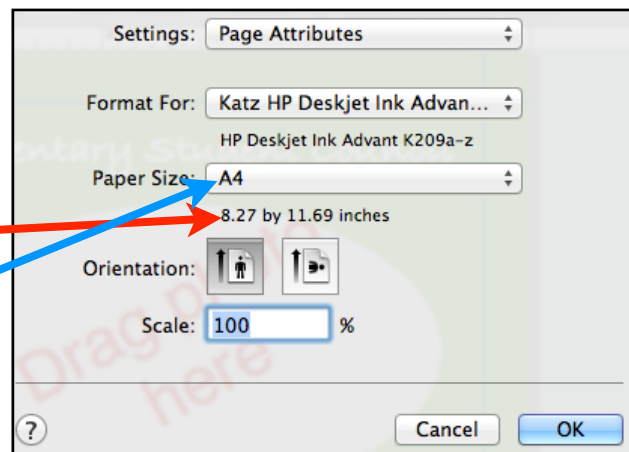


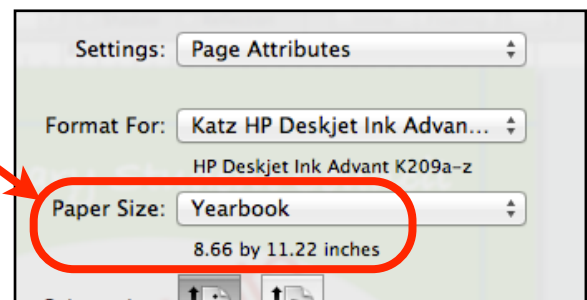
Changing Page Size

1. Open the page you would like to edit.
2. Click on **File > Page Setup**
3. This window at the right will appear.
4. The paper size should be *8.66 by 11.22 inches*.
5. If it is not, then click on the pop-up menu and choose **Manage Custom Sizes**.



6. Click on the +.
7. Double-click on **Untitled**, and change *Untitled* to *Yearbook*.
8. Change **Width** to 8.66 in & **Height** to 11.22 in.
9. Click **OK**.

10. Now your **Paper Size** is *Yearbook* & it should list the dimensions as 8.66 by 11.22 inches.
11. Click **OK**.
12. Save your document.



Important!

The next time you need to change a document's dimensions to the Yearbook size:

1. Open the page you would like to edit.
2. Click on **File > Page Setup**
3. Choose **Manage Custom Sizes**.
4. Click on **Yearbook** & click **OK**. (Notice you do not have to put in the dimensions again.)